

HEADLINE: State Agencies to Train Local and State Officials on Protecting Government Records

INDIANAPOLIS (September 14, 2011) – In an effort to safeguard Hoosiers’ essential records before, during, and after disasters, the Indiana State Archives and Indiana Department of Homeland Security (IDHS) will train state and local government officials on methods to protect government documents. Essential records, such as emergency plans, deeds and medical and payroll records, among others, are those that are needed to rapidly restore government services, protect critical infrastructure, and protect the health and safety of residents. In the aftermath of the incident, essential records may include historical records necessary to rebuild a community devastated by the disaster.

The training sessions are part of the Intergovernmental Preparedness for Essential Records (IPER) project, a national effort to develop and deliver training to state and local governments about how to protect essential records during emergencies. The project is supported by a grant from the Federal Emergency Management Agency (FEMA) and conducted by the Council of State Archivists (CoSA).

“Every Indiana community should have an emergency plan to protect against the potential loss of critical information as a result of a disaster,” said Jim Corridan, State Archivist and Director of the Indiana Commission on Public Records. “These IPER courses will help state and local officials better understand the importance of archives and records management to ensure these critical resources are protected.”

The State Archives and IDHS are working with archivists, records managers, chief information officers and technology staff, and emergency and continuity of operations (COOP) managers to identify, prioritize and assess critical records, outline an essential records plan and understand applicable federal, state and local regulations and procedures. The State Archives and IDHS will offer the 7.5-hour webinar in 90-to-120 minute segments scheduled for October 11, 13, 18 and 20. The courses are approved and certified by FEMA and count toward the Local Government Archives and Records Administration Certificate offered by the National Association of Government Archives and Records Administrators (NAGARA).

Those unfamiliar with basic records management concepts and terminology are encouraged to take the 90-minute self-directed course, *Introduction to Records and Information Management (RIM)*, before enrolling in the IPER courses. It is available free of charge at www.StateArchivists.org/iper/RIM.

The IPER project is made possible by a \$2.6 million award from the Federal Emergency Management Agency (FEMA) Competitive Grants Training Program. The Council of State Archivists manages the IPER project and is charged with developing and delivering training for state and local governments nationwide. Visit icpr.IN.gov/3100.htm for more information and to register for the IPER webinar.